

December 1, 2011

## PERSONNEL COMMITTEE MEETING MINUTES

At 6:00 p.m. the Chair called the meeting to order. Present were Chair Robert Rand, William Murray, Barbara Reynolds, and Deborah Christen.

### On-going Business:

1. Public Comment: None.
2. Personnel Actions to Review and Approve: None.
3. Personnel Change/Hiring Notifications: None
4. Review of Previous Meeting Minutes: Minutes of November 15, 2011 (Barbara 1<sup>st</sup>, William 2<sup>nd</sup>) meeting were approved.

### Current Business:

1. Job Description Format Project: Barbara met with Town Manager LPC Chair to review and choose the format to use for job description and decided on sample form from Lancaster (standard form). The next step is to go to the Board of Selectmen for approval of final job descriptions.
2. Town Meeting Article – Chair explained handout for the Special Town Meeting (12/5/11).
3. Town Report: After discussion motion made (Deb 1<sup>st</sup>, William 2<sup>nd</sup>) for Chair to draft Personnel Committee blurb for 2011 Town Report, as well as draft of article for Annual Town Meeting to be discussed at future regular meetings – approved unanimously.
4. Next Meeting Agenda: Standard On-going (Public Comment, Personnel Actions/Approvals, Personnel Change/Hiring Notifications, and Review of Previous Minutes) and Current Business to include Job Description Format Discussion, Discussion on, Review of Progress and Assignments of LPC Initiatives for 2011, Town Report, Articles for Annual Town Meeting, and Next Meeting Agenda.

The next scheduled meeting will be on January 5, 2012 at 6:00 p.m. at the Lunenburg Public Library. The meeting adjourned (Barbara 1<sup>st</sup>, William 2<sup>nd</sup>) at 6:08 p.m.

Respectfully submitted,

*Deborah Christen*

Deborah Christen, Secretary

**RECEIVED & FILED**

**JAN 30 2012**

**LUNENBURG TOWN  
CLERK OFFICE**